DECISION TABLE FOR DETERMINING ESSENTIAL FUNCTIONS

A tool for identifying essential job functions under the ADA as used by the Job Accommodation Network (JAN). Review each function within a job using the flowchart to determine whether it is essential.

Are employees in this position required to perform this function? —**No**→ NON-ESSENTIAL FUNCTION

Yes ↓

Does the position exist to perform that function? —**Yes**→ ESSENTIAL FUNCTION

No ↓

Is the function so highly specialized that the incumbent in the position is hired for his/her expertise or ability to perform the function? —**Yes**→ ESSENTIAL FUNCTION

No ↓

By not requiring the incumbent to perform the function, would there be serious consequences? —**Yes**→ ESSENTIAL FUNCTION

No ↓

Are other employees available to perform the function? —**Yes**→ Would critical peak periods of work prevent reorganizing work assignments? —**Yes**→ ESSENTIAL FUNCTION

Are other employees available to perform the function? **No** ↓ ESSENTIAL FUNCTION

Would critical peak periods of work prevent reorganizing work assignments? **No** ↓ NON-ESSENTIAL FUNCTION